

UNITED STATES GOVERNMENT

Memorandum

OGC HAS REVIEWED.

TO : Director of Logistics

DATE: 3 May 1963

FROM : Chief, Transportation Division/OL

SUBJECT: Monthly Activity Report (April)

1. PROJECTS AND STUDIES IN PROCESSa. Regulatory Revisions

A proposed revision of the Agency travel regulations was completed to provide that one class commercial air service such as that inaugurated by United Air Lines shall be considered as less than first class for official Agency travel.

Proposed revisions to regulations in the 22, 23, and 45 series concerning CTVA and transportation allowance policy were redrafted to include formal coordination comments submitted by the Deputy Director (Plans) and Office of the Comptroller.

A proposed revision of Logistics Regulations stating that Transportation Division shall approve the mode of transportation for Agency cargo shipments was amended for additional clarity as a result of formal comments submitted by the Deputy Director (Plans).

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b. Trip to [REDACTED]

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On 15 and 16 April, the Chief, Transportation Division visited [REDACTED] for the purpose of discussing vehicle requirements at these installations.

c. Review of Procurement Contracts

The Audit Staff recently recommended that the Transportation Division participate in procurement actions to the extent of furnishing advice and determinations as to delivery terms which would result in the most advantage to the Agency. As the result of study by the Transportation and Procurement Divisions, the following agreement was reached:

DOCUMENT NO.

NO CHANGE IN CLASS. (1)

(1) DECLASSIFIED

CLASS. CHANGED

NEXT REVIEW DATE

AUTH: HSY

DATE 08/10/81

REVIEWER: 010

Approved For Release 2001/08/09 : CIA-RDP78-04608A000200010051-6

~~SECRET~~GROUP 1
Excluded from automatic
declassification

(1) Procurement Division will ensure that unless otherwise required and specified, shipments of procured materiel will be made on an FOB destination basis, thus requiring vendors to select the most economical mode of transportation.

(2) Procurement Division will submit to Transportation Division all proposed contracts or orders providing for one-time delivery of 20,000 pounds or more.

(3) Transportation Division will consider detailing a qualified employee to Procurement Division for full-time review and counsel provided that experience over a six-month period indicates that adequate savings will result from the full-time review.

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d. Transfer of Buses [REDACTED]

Arrangements were completed to renovate two excess 1959 [REDACTED]

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[REDACTED]
for renovation by a commercial firm to include painting, engine re-
placement, and installation of one standard transmission.

e. General Counsel Opinion

An affirmative opinion was received from the Assistant General Counsel/OL in response to our question as to whether the Agency may pay a higher transportation rate than the minimum rate available for the shipment of employee household effects. Experience by Departments of Defense and State indicates that carriers charging the higher rate provide better shipping service. The higher rate also provides for a released valuation of 30 cents per pound in lieu of 10 cents per pound allowed under the minimum rates currently used by the Agency.

f. Preliminary and Long Range Budget Estimates

The Division preliminary estimates for FY-1965 and the long range budget projection through FY-1968 were completed.

g. Space Utilization Survey

At the urgent request of Administrative Staff/OL, a compilation was made of space utilized by the Division in Quarters Eye and [REDACTED] Garage.

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h. Schedule of Estimated Rates

The annual schedule of estimated travel and transportation rates was forwarded to the Chief, Budget Division, Office of the Comptroller. This information is used by Agency budget offices in preparing travel and transportation funds requirements for each Agency component.

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i. Miscellaneous Cargo Shipments

During the month, 1,091,350 pounds of miscellaneous cargo were shipped to various domestic and overseas installations.

j. Summary of Cargo Shipments

2,384 cargo shipments totalling 1,860,140 pounds were made by this Division during April.

k. Pre-printed Parcel Post Labels

To facilitate parcel post shipments, labels were placed in use which include pre-printed consignor and consignee addresses. Security and cover clearance was obtained.

l. Support Bulletin Item

A Support Bulletin Item was prepared to advise Agency components that copies are available of the current edition of a General Services Administration booklet entitled "The Driver".

m. Distribution of GSA Booklet

Copies of the booklet "Guide for Preventive Maintenance of Motor Vehicles" were distributed to Area Division logistics offices and other Agency components having control of a large number of vehicles. Each office was advised that additional copies are available upon request.

n. Delivery of POV

At the request of FE Division, security-cleared arrangements were made to deliver a POV from Brooklyn Army Terminal to Boston for an employee who returned from the field for medical reasons and is hospitalized in Boston.

o. Vehicles Processed for Overseas Shipment

Servicing was completed on two new motor vehicles for overseas shipment.

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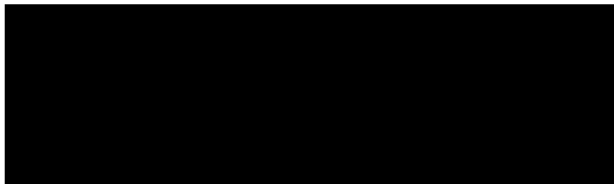
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q. Department of State Regulations

On 25 April, Division representatives attended a Department of State briefing on the new Foreign Service Travel Regulations. These new regulations are effective 15 May 1963 and incorporate many of the provisions contained in the present Agency regulations.

3. SPECIAL PROBLEMS

None



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Distribution:

Orig & 1 - Addressee
1 - TD File

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OL/TD/P&C/[REDACTED] blh/3131 (3 May 1963)

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